

# Retention and Classification Report

**Agency:** School and Institutional Trust Lands Administration (2833)

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538-5114

**Records Officer** Effie Burns

22701	Annual reports
24125	Audit records
05851	Burtner's Dam listing of piles
85114	Cancelled grazing permit records
02051	Carey land act application exhibits
16402	Contract of sale account cards
07208	Contract of sale and abstract pouches case files
17694	Correspondence
02951	Edit distribution report
27572	FiNet Payment Records
10086	General ledger edit lists
14342	Land transcripts
24617	Litigation and legal case files
17725	Material permits
06541	Mineral lease files
26445	Mineral royalty reports
28260	Oil and gas lease files
10085	Oil and gas royalty reports
24126	Personnel files
17729	Project Bold
24535	Publications
01016	Rejected mineral leases
17727	Right of entry permits
07045	Selected lands purchase agreement files
17726	Selection lists
09819	State lands case files
84284	Timber land application and purchasing agreement files
84388	Timber land applications register

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 22701

3

**TITLE:** Annual reports

**DATES:** 1994-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This series contains reports of activities from the previous year with information pertaining to the director's message, agency activities, land sales, archaeology, development, hunting, fishing, land management and finances. Also included in the report is a map showing trust lands located throughout the state. Duplicate copy is supplied by the State Library.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/28/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

Paper copy: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Fiscal Historical Legal

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 22701

**TITLE:** Annual reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 24125

3

**TITLE:** Audit records

**DATES:** ca. 1980-

**ARRANGEMENT:** Alphabetical by company name

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These records are collected by the agency's Audit group for the purpose of conducting audits of companies paying royalties to the School and Trust Lands Administration. The audits ensure that the agency receives the correct amount of royalties. Included are production information, sale information, correspondence, audit schedules and reports, and contracts for the sale of commodities. Examples of commodities are oil, gas, coal and gold.

**RETENTION:**

Retain 20 years after file is closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after file is closed and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 24125

**TITLE:** Audit records

(continued)

**APPRAISAL:**

Administrative Fiscal

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305(1);(2)(a); (4);and (33)(2008).

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 5851

3

**TITLE:** Burtner's Dam listing of piles

**DATES:** 1909-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 85114

3

**TITLE:** Cancelled grazing permit records

**DATES:** 1977-

**ARRANGEMENT:** Numerical by permit number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document the leasing of state lands for grazing of domestic stock by private farmers and ranchers. Includes Grazing Lease Applications, payment slips, photocopies of leases, and related correspondence.

**RETENTION:**

Retain 9 years after cancellation of lease agreement.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after cancellation of lease agreement and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical Legal

These records verify grazing rights and provide a record of grazing leases on state lands.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 85114

**TITLE:** Cancelled grazing permit records

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 2051

3

**TITLE:** Carey land act application exhibits

**DATES:** 1914-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 16402

1

**TITLE:** Contract of sale account cards

**DATES:** 1930-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are cards which document and track payments for land sold by the division. The cards include the payment history of the property, the name and address of the buyer, the county, account number, dates payments were made, and when the final payment was made.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Fiscal Historical Legal

This retention is based on agency and reference needs to document the land transactions of the state.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 16402

**TITLE:** Contract of sale account cards

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 7208

3

**TITLE:** Contract of sale and abstract pouches case files

**DATES:** 1930-

**ARRANGEMENT:** Alphanumerical by name and case number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Contract of sale files and abstract pouches are files developed on farm loans made from the Permanent School Fund. The files include documents and correspondence regarding the application, payment schedules, the failure to make payments, foreclosure on the property given as security for the loan, and subsequent resale of the property. These files are critical as a record of title to the land. They are made available to the title companies and attorneys in doing their research to establish chain of title. These files also contain sales documents and warranty deeds. These records are the only source for this information.

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 14, Item 3.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then transfer to State Records Center. Retain in State Records Center for 75 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 7208

**TITLE:** Contract of sale and abstract pouches case files

(continued)

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Legal

This disposition is based on the legal value of these records in establishing title to the land. They are made available to title companies and attorneys in doing their research to establish chain of title. These records are the only source of this information.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 17694

3

**TITLE:** Correspondence

**DATES:** 1940-

**ARRANGEMENT:** Alphabetical by name of individual or agency

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

**RETENTION:**

Retain Permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 9.

**AUTHORIZED:** 06/05/1996

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center permanently.

**APPRAISAL:**

Administrative Historical

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 17694

**TITLE:** Correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 2951

3

**TITLE:** Edit distribution report

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 9.20 cubic feet.

**DESCRIPTION:**

These bi-weekly reports are used to record financial transactions entered into the computer system. The computer generates the final distribution of funds paid for royalty agreements on state lands. This information is organized and distributed as COM (Computer-Output Microfiche) and as CPO (Computer print-out). The CPO includes the reports in legible form as well as in computer language so that the office can check for and correct errors in the system. This is done when the report is received. The CPO format has been produced since 1985. The COM format was first produced in 1990 and contains the report in legible form only. The record includes batch status report, batch number, effective date, and operator's name and number.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1985 through 1990. Retain in Office for 1 day or until administrative use ends and then destroy.

Computer output microfiche master: For records beginning in 1985



**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 2951

**TITLE:** Edit distribution report

(continued)

through 1990. Retain in State Records Center for 7 years and then destroy.

Computer output microfiche duplicate: For records beginning in 1985 through 1990. Retain in Office for 7 years and then destroy.

Paper: For records beginning in 1991 and continuing to the present. Retain in Office for 7 years and then destroy.

**APPRAISAL:**

Administrative

These records may be destroyed after 7 years because the agency feels they will no longer need to reference them after that time.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 27572

3

**TITLE:** FiNet Payment Records

**DATES:** 2000-

**ARRANGEMENT:** Alphabetical by vendor name.

**ANNUAL ACCUMULATION:** 25.00 cubic feet.

**DESCRIPTION:**

This series contains financial records processed through the state accounting system that document the expenditure of cash. Information includes payment invoices, purchasing records, travel reimbursements, and the appropriate supporting information.

**RETENTION:**

Retain 20 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

**AUTHORIZED:** 12/07/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 2000 through 2003. Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 17 years and then destroy.

Computer data files: For records beginning in 2004 and continuing to the present. Retain in Office for 20 years and then delete.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 27572

**TITLE:** FiNet Payment Records

(continued)

**APPRAISAL:**

Administrative Fiscal

These records are used administratively to process financial records that document agency expenditures.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 10086

1

**TITLE:** General ledger edit lists

**DATES:** undated

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 14342

3

**TITLE:** Land transcripts

**DATES:** 1907-

**ARRANGEMENT:** Alphabetical by land category, thereunder by county

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records contain transcripts that document the acquisition of lands by the state of Utah for its use in various state activities. Each transcript has information concerning an individual parcel of land from the Approved Land list and documents the county where the land is located. Information includes county, land list number, total acres, intended use, date of selection, description of tracts, and land; section, township, and range.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 14342

**TITLE:** Land transcripts

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the continued use of the land transcripts by the Lieutenant Governor's office.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 24617

3

**TITLE:** Litigation and legal case files

**DATES:** 1994-

**ARRANGEMENT:** Numerical by assigned file number

**ANNUAL ACCUMULATION:** 5.20 cubic feet.

**DESCRIPTION:**

These are litigation case files for all civil actions involving the agency. Examples of types of litigation include ownership and lease disputes. Included are legal research, correspondence, motions, copies of maps and appraisals, environmental assessments, photos and attorney notes.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

Photographs: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

Maps: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 24617

**TITLE:** Litigation and legal case files

(continued)

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY CLASSIFICATION:**

Protected UCA 63-2.304 (6),(7),&(18) (2008).



**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 17725

1

**TITLE:** Material permits

**DATES:** 1980-

**ARRANGEMENT:** Alphanumeric by material permit number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document permits issued by the Division of Utah State Lands and Forestry and the School and Institutional Trust Lands Administration for the removal of ordinary sand and gravel from State Trust Lands. The permits are issued through a competitive application process to successful bidders after a review of applications by the agency. Some permits are issued "over-the-counter" on lands historically exploited for sand and gravel, upon approval by the Director. Included are production and settlement transmittals submitted by the permittee which detail period of production; commodity mined or produced; material permit number; name of permittee; quantity mined in tons or cubic yards; royalty details; purchase amount for the commodity; signature, title, and contact information for individual or company representative submitting the transmittal. Also included are applications for permits, permit amendments and adjustments, copies of checks, lease and permit approval details, correspondence and copies of public notice.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center permanently.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 17725

**TITLE:** Material permits

(continued)

**APPRAISAL:**

Administrative Fiscal Historical Legal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 6541

3

**TITLE:** Mineral lease files

**DATES:** 1919-

**ARRANGEMENT:** Alphanumerical by lease number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain documents associated with mineral leases, which includes oil & gas and hard minerals, on lands administered by the Trust Lands Administration. The files may contain final and fully executed contracts, assignments, royalty reports, correspondence (including e-mail), application materials, director's minutes, maps and/or drawings, photos, videos, accounting materials (receipts, copies of checks, etc.), bonding and insurance materials, overriding royalty spreadsheets, environmental documentation, certified mail receipts and signature cards, cancellation notices, and other public materials associated with mineral leases.

These files may also contain records such as drafts of documents that have been reviewed by representatives of the proposed lessee, communication with attorneys representing the Trust Lands Administration, records revealing the location of mineral resources, commercial and financial information that could cause a competitive disadvantage or commercially injure the potential lessee, archaeological reports, geological information, and environmental documentation.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 6541

**TITLE:** Mineral lease files

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center provided lease is canceled and records are scanned. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: For records beginning in 1919 through 1984. Retain in Office permanently.

Microfilm master: For records beginning in 1919 through 1984. Retain in State Archives permanently.

Computer data files: Retain in Office for 12 months after electronic record is created and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Fiscal Historical

This disposition is based upon the records' documentation of the leasing of state land for mineral purposes. The records need to be preserved permanently since mining, drilling, and exploration are ongoing and the records prove current mineral rights. They also document what areas have been mined, explored, drilled, and/or leased and when, which is helpful to future leasing and historical research.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 6541

**TITLE:** Mineral lease files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected.

Utah Code 63G-2-305(4),(18),(22)&(35). Records including draft documents, attorney-client communication, mineral locations, commercial information that may cause competitive disadvantage or

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 26445

3

**TITLE:** Mineral royalty reports

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by company or individual name, thereunder by permit type.

**ANNUAL ACCUMULATION:** 3.50 cubic feet.

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 03/03/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Fiscal Historical

These records have historical value as they document the mineral leasing activities of the School and Institutional Trust Land Administration.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 26445

**TITLE:** Mineral royalty reports

(continued)

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305(27)

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 28260

1

**TITLE:** Oil and gas lease files

**DATES:** 1950-

**ARRANGEMENT:** Numerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain public documents associated with oil and gas leases on lands administered by the Trust Lands Administration. These records are used to track the oil and gas leases issued on lands administered by Trust Lands Administration. The files may contain final and fully-executed contracts, assignments, royalty reports, correspondence (including e-mail), application materials, director's minutes, maps and/or drawings, photos, videos, accounting materials (receipts, copies of checks, etc.), bonding and insurance materials, overriding royalty spreadsheets, environmental documentation, certified mail receipts and signature cards, cancellation notices, and other public materials associated with oil and gas leases.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office permanently.

Paper: Retain in Office for 6 months after lease is cancelled and then destroy.



**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 28260

**TITLE:** Oil and gas lease files

(continued)

**APPRAISAL:**

Administrative Fiscal Historical

May contain privileged attorney-client communication, drafts, commercial information, the disclosure of which could result in unfair competitive injury, and records revealing the location of the oil & gas resources.

Note: Series 6541 is for Cancelled Minerals Leases which includes cancelled Oil and Gas Leases (paper).

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. 63G-2-305(2);63G-2-305(18);63G-2-305(22);63G-2-305(26)

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 10085

3

**TITLE:** Oil and gas royalty reports

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by company name

**ANNUAL ACCUMULATION:** 2.50 cubic feet.

**DESCRIPTION:**

These records document royalties received by the School and Institutional Trust Lands Administration. These royalties are paid to the Administration by oil companies who have contracts to drill on school and institutional trust lands. Information includes the amount of royalties received from each oil company.

**RETENTION:**

Retain 12 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 07/12/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Fiscal Historical

This retention is based on the value of these records in tracking the activities of the School and Institutional Trust Lands Administration.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 10085

**TITLE:** Oil and gas royalty reports

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 24126

3

**TITLE:** Personnel files

**DATES:** 1973-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by name

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

Employee records containing personal information about employees of the School and Institutional Trust Lands Administration. Information includes social security, tax withholding forms, employment eligibility, veteran's eligibility, driver's license number, etc. The records are used for determination of pay, work assignments, performance review. The records also document activities of the employee after hire.

**RETENTION:**

Retain 65 years after termination.

**DISPOSITION:**

Transfer to the State Archives with authority to weed provided severance is not contested.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2002

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center provided severance is not contested. Retain in State Records Center for 63 years and then transfer to State Archives with authority to weed.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 24126

**TITLE:** Personnel files

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private      UCA 63G-2-302(1)(f); (2)(a)(2008)

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 17729

3

**TITLE:** Project Bold

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 9.

**AUTHORIZED:** 06/18/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after completion of project file and then transfer to State Records Center. Retain in State Records Center for 99 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 24535

3

**TITLE:** Publications

**DATES:** 1994-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records created by the agency, including pamphlets, reports, and other published or processed documents. These records include information on trust lands, revenues, trust beneficiaries, and other issues addressed by the School and Institutional Trust Lands Administration. Consists primarily of isolated publications not part of a more specific series.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 10/23/2002

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Publications document agency history and function. They have ongoing research value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 1016

3

**TITLE:** Rejected mineral leases

**DATES:** 1975-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The state leased their lands to individuals and private companies for oil, gas, and mineral exploration. These records are rejected applications for mineral leases in the state. These records include the original application with application number, type of mineral to be leased, name of applying corporation, and proposed rent and royalty rates. Correspondence between the Department of Natural Resources and applicant, stating rejection of application are also included.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

**AUTHORIZED:** 08/01/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 20 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.



**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 1016

**TITLE:** Rejected mineral leases

(continued)

**APPRAISAL:**

Historical

Records in this series document the decisions made by SITLA.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 17727

1

**TITLE:** Right of entry permits

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION:**

Retain Permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center permanently.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 7045

3

**TITLE:** Selected lands purchase agreement files

**DATES:** 1899-

**ARRANGEMENT:** Numerical by case file number.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These are contracts between individuals and the State Board of Land Commissioners to purchase selected lands granted to the state by the federal government. These records continued to be created by succeeding agencies: the State Land Board, the Department of Natural Resources Division of State Lands and Division of State Lands and Forestry, and then the School and Institutional Trust Lands Administration. The Enabling Act, which authorized Utah statehood also granted to the state specified numbers of acres of land to support a variety of public institutions (Statutes at Large, Treaties, and Proclamations of the United States, vol. 28, chap. 188). These lands were to be sold and the money put in a permanent fund which would generate interest to support the specified institution. Granted land had to be selected by the state, approved by the federal government and then patented to the state. Each purchase agreement states that a certain named individual is making application to the agency for the selection of specifically described land. The person swears that he/she is a citizen of the United States and agrees to purchase the said land at a certain price once the lands have been selected by the State of Utah and a federal patent has been issued. The agreements specify the amount that will be paid for the land, the terms of payment, the amount of deposit, and verify that the land is not mineral in character. Information included in the agreements are the dates when the agreement was filed, when the land was selected and filed with the Salt Lake Land Office and when the selection was approved by the federal government. Other documents in each file may include correspondence between the agency and the prospective purchaser, correspondence between the agency and the United States Bureau of Land Management (BLM), maps, state selection lists, court documents if the land title was in dispute, copies of deeds or certificates of sale, and affidavits showing proof of publication notifying others that the agreement has been filed. If the purchaser does not verify native-born United States citizenship, the file will also contain documents proving naturalized citizenship. These records are critical to the agency's central function, and therefore must be accessible throughout the agency's existence.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 7045

**TITLE:** Selected lands purchase agreement files

(continued)

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center permanently.

**APPRAISAL:**

Administrative Historical Legal

This appraisal is based upon the research value of these records in tracking the history of granted state land and the individuals who purchased the lands.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 7045

**TITLE:** Selected lands purchase agreement files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 17726

3

**TITLE:** Selection lists

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Applications and related correspondence, usually with the federal government, regarding the selection of school trust lands per title 43, chapter 20, sections 851-852 of the federal code.

**RETENTION:**

Retain Permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 9.

**AUTHORIZED:** 06/18/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center permanently.

**APPRAISAL:**

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 17726

**TITLE:** Selection lists

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 9819

3

**TITLE:** State lands case files

**DATES:** 1980-1991, 1994-

**ARRANGEMENT:** Numerical by case number, thereunder chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records document legal investigations conducted on behalf of the Division of State Lands by the Attorney General's office. Case files contain complaints, investigative reports, discovery documents, correspondence, pleadings, affidavits, research notes and other attorney work product.

**RETENTION:**

Retain 30 years.

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years or until case is resolved and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives provided no pending action or litigation.

**APPRAISAL:**

Administrative Legal

This disposition is based upon the administrative needs of the agency.



**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 9819

**TITLE:** State lands case files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(16)(17) (2008)

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 84284

3

**TITLE:** Timber land application and purchasing agreement files

**DATES:** 1896-

**ARRANGEMENT:** Numerical by application number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records are used to document permits issued to harvest timber on state land and the leasing of state timber land. Includes correspondence, lease agreements, cash receipts and supporting documentation, amendments to timber applications, applications of notice of timber sales, affidavit of publication, newspaper clippings of sales, and some publications by the United States Department of Agriculture.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

These records document the permitting and leasing of timber land in Utah since 1896. This is the only known record of this information in the state. A register exists which contains some of the information in these records but it did not begin until August 1906 (See RS #84388). Current records of this series are still being used by the Division of State Lands and Forestry.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 84284

**TITLE:** Timber land application and purchasing agreement files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 84388

3

**TITLE:** Timber land applications register

**DATES:** 1906-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This register is used to keep a running account of the permitting and leasing of timber land owned by the state of Utah. It records name of individual, place or date approved, land description, what timber will be used for, amount paid, and expiration date.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after current volume of register is closed and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

Current records have administrative value and are also used to generate reports. The register reveals the history of the timber industry in Utah.

**AGENCY:** School and Institutional Trust Lands Administration

**SERIES:** 84388

**TITLE:** Timber land applications register

(continued)

**PRIMARY CLASSIFICATION:**

Public